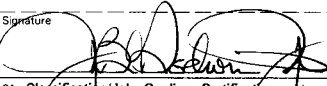


POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL11645					
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		6. OPM Certification No.			
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither			
12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code 1501		14. Agency Use							
15. Classified/Graded		Official Title of Position		Pay Plan		Occupational Code		Grade			
a. U.S. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review											
d. First Level Review		Program Manager		GS		0340		15			
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment Department of the Army (DA)				c. Third Subdivision Project Manager for Training Devices (T)							
a. First Subdivision U.S. Army Materiel Command (AMC)				d. Fourth Subdivision							
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)				e. Fifth Subdivision							
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.  Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the				knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature  Date 27 Jan 2006				Signature  Date							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. Typed Name and Title of Official Taking Action JAMES B. GODWIN, COL, CHIEF OF STAFF				22. Position Classification Standards Used in Classifying/Grading Position US OPM PCS, General Schedule Supervisory Guide, Jan 99; US OPM Handbook of Occupational Groups and Families, GS-0340, Jan 99  Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
23. Position Review				Initials		Date		Initials		Date	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks  Position is at full performance level. BUS: 8888 The Army Acquisition Executive (AAE) has identified this position to be an Army Acquisition Corps (AAC) critical position. Any employee placed in this position must sign a mobility agreement and otherwise be eligible for AAC membership.											
25. Description of Major Duties and Responsibilities (See Attached)											

GS-15 Supervisory Program Manager  
Deputy Product Manager  
Project Manager for Training Devices

**INTRODUCTION**

This position is the Deputy to the Project Manager for Training Devices (PM TRADE). PM TRADE is responsible for planning, coordinating, and controlling the concept formulation, design, development, acquisition, test, and initial sustainment of system and non-system training devices, Training Instrumentation Systems, and assigned training systems acquired as Foreign Military Sales.

Typically, these projects are crucial to the United States Army in terms of overcoming a defined training deficiency through the application of simulation technology and the acquisition of a trainer, which will provide realistic and effective training to Army personnel. The projects typically employ state-of-the-art computer systems, visual systems, lasers, and other specialized equipment that utilize complex simulation software to provide the required training. The projects may entail extensive research and development of sophisticated and complex systems such as a high fidelity weapon system/tactical environment simulator and Training Instrumentation Systems at homestation locations or at the Army's Maneuver Combat Training Centers.

The Project Manager for Training Devices is comprised of military and civilian personnel responsible for overall program management and integration. The Product Manager for Live Training System (PM LTS), the Product Manager for Combat Training Instrumentation System (PM CTIS), and the Assistant Project Manager for Digitized Training (APM-DT) report to the Project Manager for Training Devices and each have several military and civilian personnel devoted to the acquisition of assigned programs.

**SUPERVISORY CONTROLS**

Works under the general supervision of the Project Manager (PM) who holds the incumbent responsible for and delegates commensurate authority so the PM can provide effective management direction and control over the program/system(s) and effectively manage office functions. Within the framework of the direction and leadership provided by the PM, incumbent exercises independent judgment and applies extensive managerial

skills. Work performed is reviewed in terms of the incumbent's effective execution of the functions of the Project Management Office as reflected in the successful accomplishment of the goals and objectives.

#### **MAJOR DUTIES**

Serves as the Deputy Program Manager with delegated commensurate responsibility for the management execution of assigned programs/systems. Responsible for the development of overall program management plans, requirements, execution, control and direction of the work and associated resources required for life cycle management of the program/system and associated products; for meeting and dealing with a variety of people in a variety of forums; and for a full range of personnel management responsibilities.

1. Plans and Directs Operations. Exercises delegated responsibility for all matters relating to cost, schedule and performance for assigned programs/systems. Exercises technical and administrative program control and authority through the various phases of systems development. Establishes program objectives and units of measure for determining that the objectives have been met. Make decisions when adjustments or different courses of action are necessary. Issues directives and instructions to command elements engaged in the execution of actions and services. Issues guidance to Army elements regarding program and logistics management. Plans, initiates and directs a comprehensive evaluation system for the review and analysis of budgets, program developments and performance. Meets with internal staff and representatives from staff agencies and industry to determine program status, major milestones and coordination of each system/subsystem to ensure orderly phasing of all actions and to detect in advance potential slippage or increased costs; and to ascertain appropriate action required to maintain or improve program schedules. Directs actions necessary to correct any indicated problem areas, including multi-year work plans that are the product of subordinate organizational managers. Exercises discretionary authority to approve the allocation and distribution of funds within the organization's budget to best meet the program's objectives. 40%

2. Performs Coordination and managerial Duties. Promotes/defends assigned programs/systems at meetings and conferences. Serves at the PM POC principal representative at high level conferences with representatives of other government

departments and agencies, participating organizations, foreign governments, and contractors/ subcontractors. Develops and maintains close liaison and coordination with all participating agencies/organizations and users of the weapon/system to monitor collaborative planning and to give advice and counsel on assigned management activities. Visits industrial facilities, government agencies and higher headquarters to ensure proper and adequate program accomplishments of assigned products. Attends meetings and presents briefings to support and defend assigned products. 35%

3. Personnel Management and Equal Employment Opportunity.

Exercises delegated authority for the execution of personnel management related to the accomplishment of the assigned mission. Is first line supervisor and is responsible for the full spectrum of personnel administration and management tasks of selected individuals. Initiates or recommends personnel or position actions; develops or participates in the development of job performance standards and individual development plans; observes and evaluates subordinates' performance; and when required writes Officer Evaluation Reports (OERs) for military members. Ensures assigned military are managed in accordance with appropriate regulatory guidance. Plans the work to be accomplished by the subordinates, sets priorities, schedules completion, establishes performance standards, evaluates work and administration matters, and identifies and schedules required training. Performs position management and recommends appointments, promotions or reassignments. Has input to ratings for co-located matrix personnel. Promotes sound position management principles by planning organizational structure and determining staffing needs. Supports and utilizes special emphasis programs designed to provide promotional opportunities. Supports Equal Employment Opportunity and Affirmative Action plans to increase minority and female representation. Supports Army Acquisition Workforce (AAW) Career Development as a Mission initiative which provides guidance to managers to plan for and release AAW personnel for mandatory and other training, education and developmental opportunities as part of the organization's mission. 25%

Performs other duties as assigned.

Factor 1, Program Scope and Effect - Level 1-5 - 900 Points

- a. Scope. The work involves managing, planning, organizing, developing, coordinating and implementing, the full life

cycle of assigned programs/systems within the framework of the Program/Project Manager/POE/MSO which directs the Army's national mission. Incumbent coordinates, identifies and integrates key internal and external programs and policy and manages subordinate personnel in both a supervisory role for assigned personnel and in a matrix support arrangement, whose complex and highly technical programs/systems and organizational units interlock extensively and affect major activities of large industries. The work requires leadership and management ability in developing, implementing and reviewing processes and procedures to monitor the overall effectiveness, efficiency and productivity of assigned programs/systems which are oriented to long-term efforts relative to the mission and functions. Utilizes expertise to provide advice across the full spectrum of life cycle management for assigned product. As a recognized authority in the product area, maintains continuous contract with those segments of industry engaged in activities of interest to the program. Presents briefings and consults with industry and institutions on technology, state-of-the-art developments and new manufacturing procedures as they relate to the assigned product. Maintains a close working relationship with the DOD users to ensure that needs are satisfied, funding is available, and that coordination with the appropriate technical personnel is continuous throughout the development cycle.

- b. Effect: Directs subordinate efforts to facilitate the effective, efficient, and productive utilization of resources and successful accomplishment of the mission and program. The work directly involves and substantially impacts the supportability and success of multi-appropriation and/or multi-million dollar programs/systems, which will be used throughout the Department of the Army in worldwide applications. The program receives intense DOD and DA scrutiny and attention.

Factor 2, Organizational Setting - Level 2-2 - 250 Points

The incumbent reports to the Project Manager. The position is 1 level below the first SES.

Factor 3, Supervisory and Managerial Authority Exercised - Level 3-3B - 775 Points

Has the delegated authority and responsibility for planning, directing, and executing funding for assigned programs. Determines long range plans, goals, and objectives. Demonstrates cost consciousness by accomplishing typical supervisory responsibilities for promoting safety, cost reduction, incentive awards, support of the Equal Employment Opportunity and Affirmative Action Programs, and other special management programs as prescribed. Assures that adequate control systems are in place to assure that government resources are effectively and efficiently managed. Supervises, directs, controls, and oversees the work of assigned employees. Promotes Army Acquisition Reform initiatives critical to the goals attained and determines measures to be taken to promote achievement. Provides staff with program/system integration, acquisition planning and technical assessment. Provides policy guidance and interpretation of program objectives to project management elements. Analyzes program requirements and directs the development of plans for personnel staffing, budgeting and administration. Additionally, the position exercises significant responsibilities in dealing with officials of other units or organizations; assures reasonable equity of performance standards and rating techniques developed by subordinates; directs major programs with multimillion dollar levels of annual resources; makes decisions on work problems presented by subordinate supervisors; evaluates subordinate supervisors or leaders; recommends selections for subordinate supervisory positions; hears and resolves group grievances or serious employee complaints; reviews and approves serious disciplinary actions; makes decisions on nonroutine, costly, or controversial training needs; approves expenses comparable to extensive overtime, and employee travel, and finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.

#### Factor 4A, Personal Contacts

##### Subfactor 4A - Nature of Contacts - Level 4-A<sub>3</sub> - 75 Points

Contacts are with influential individuals and senior officials, to include SES, Flag and general officers, Commanders, representatives from MACOMs, Headquarters Department of the Army, Army Acquisition agencies, multiple government contracting agencies (e.g. Army, Air Force, Navy), Office of the Secretary of Defense and/or Defense Information Systems Agency (DISA), PMs, other PEOs, installations, civilian contractors, Executives, Key Staff of Congressional Committees, and news

media. Occasionally may have contact with foreign government and NATO.

Subfactor 4B - Purpose of Contacts - Level 4B-4 - 125 Points

Purpose is to influence, motivate, or persuade persons or groups to take actions related to goals and objectives of the programs directed.

Factor 5, Difficulty of Typical Work Directed - Level 5-8 - 1030 Points

The full performance level of the work directed is GS-14 or military personnel of equivalent grades. The base level of non-supervisory work directed is GS-13.

Factor 6, Other Conditions - Level 6-6 - 1325 Points

Supervision at this level requires extensive coordination and integration of complex programs of professional, scientific, and technical work. Incumbent has to be able to deal with a variety of disciplines and the supervisory/management chain of those disciplines. Nature of the work also requires that the incumbent and subordinates be able to deal expertly and confidently with a number of organizations and agencies to assure their cooperation and/or agreement. Decisions involve major recommendations which have direct and substantial effect on the organization and projects managed.

**TOTAL POINTS: 4480; EQUATES TO GS-15 ON POINT-TO-GRADE  
CONVERSION CHART OF GENERAL SCHEDULE SUPERVISORY GUIDE DTD APR  
1993.**

Incumbent must be able to obtain and maintain a top secret clearance. Subject to drug testing IAW regulatory guidance.

*J.D. 12 Jun 01*

**CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 1164260**

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 U.S.C. 1733 - 1737):

- Selectee must be qualified for Acquisition Corps membership at the time of selection or possess a waiver.
- Selectee must execute, as a condition of appointment, a written agreement to remain in federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment."